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Executive Assistant to DCI NO CHANGE in Class. ☐ 8 August 1952

Director of Training ☐ DECLASSIFIED

Weekly Summary Report

Class. CHANGED TO: TS S (C)

Auth: ISA Memo, 4 Apr 77

Date: 25/01/78 By: 008

1. The new CIA Presentations Program consisting of high-level presentations by top men of the various Offices of the Agency to a select audience composed primarily of division and branch chiefs was launched on Wednesday, 6 August, with Colonel Sheffield Edwards, Assistant Deputy (Administration) for Security as the first speaker.

2. CIA Regulation [redacted] re Agency briefing of outgoing Service Attaches has been revised, coordinated and approved by AD/IC, and forwarded to Organization and Methods for promulgation.

3. A request to obtain bibliographies, texts, and other teaching aids on elementary and intermediate Chinese language courses from selected universities has been submitted to the [redacted] OO. The materials are to be available to the Office of Training by 1 September.

4. It has been recommended by this Office that 10,000 copies of YOUR PERSONNEL EVALUATION REPORT, an instructional guide in the use of the Personnel Evaluation Report, be reproduced in leaflet form, and that 1,000 copies be mimeographed for immediate use in getting the training program for the Personnel Evaluation Report underway.

5. The following instruction has been scheduled:

[redacted]

[redacted]

c. [redacted] 9-26 September, of which first 3½ days will be at [redacted] the remainder in Washington.

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6. [REDACTED]

25X1A6a

[REDACTED]

25X1A14a

[REDACTED]

25X1A12

[REDACTED]

10. As of 8 August, 286 CIA personnel are enrolled in TR(S) training courses and 442 in TR(G) training courses, making a total of 728 in training programs under the jurisdiction of OTR as a whole.

MATTHEW BAIRD

cc - DD/P